

**PEORIA UNIFIED SCHOOL DISTRICT NO. 11
POSITION DESCRIPTION**

Position Title: Transportation Supervisor

Job Code: H-6202

Department: Transportation

Supervisor: Director of Transportation

Term of Employment: 12 months

Salary Classification: Supervisory, Classification IV

Job Summary: Oversees, supervises and participates in providing transportation services for Peoria Unified School District (PUSD).

Essential Functions as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, duties, knowledge, skills and other characteristics. This list is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by incumbents in this class.

ESSENTIAL DUTIES AND RESPONSIBILITIES generally include the following:

- Supervises the work unit and assigned personnel. Interviews and recommends applicants to hire. Coordinates, schedules, prioritizes and assigns tasks. Provides and/or recommends training. Establishes performance measures, goals, objectives and priorities. Evaluates work performance. Calculates and approves timesheets. Provides feedback, direction, technical guidance and advises personnel of new or revised policies and procedures.
- Resolves transportation issues involving staff, parents, students and the public.
- Provides oversight of Regular and Special Ed responsibilities, routing, and accident investigation. Determines operation and utilization of Regular and Special Ed transportation vehicles.
- Provides input and assists with organizational and management issues. Assists with budget development. Recommends new, replacement and/or additional vehicles, equipment and personnel.
- Provides Arizona Department of Transportation and Arizona Department of Public Safety Certified Third Party Testing and classroom instruction for new and current bus drivers. Assists drivers to obtain and maintain Commercial Driver License (CDL) with School Bus Endorsement and Bus Driver Certifications.
- Assists in the development and enforcement of safety policies and procedures. Tracks and maintains current staff licensure.
- Prepares and presents a variety of inventory, vehicle status, employee licenses, and related reports.
- Performs other duties as assigned or required.

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KNOWLEDGE AND SKILLS:

- ✓ Knowledge of applicable Federal, state, county and city statutes, rules, regulations, ordinances and codes and PUSD policies and procedures.
- ✓ Knowledge of the principles of Third Party Tester Training with annual audit practices and procedures.
- ✓ Knowledge of the principles of files and records management practices and procedures.
- ✓ Knowledge of the principles of operation and handling of school buses, wheelchair lifts, safety restraints, vans and other modes of PUSD transportation vehicles.
- ✓ Knowledge of the principles of bookkeeping, accounting and inventory control.
- ✓ Knowledge of principles of management, supervision and training methods and techniques.
- ✓ Knowledge of principles of accident investigation, special needs student transportation and safety management techniques and practices.
- ✓ Skill in reading, interpreting, understanding and applying relevant Federal, state, county and city statutes, rules, regulations, ordinances and codes and PUSD policies and procedures.
- ✓ Skill in researching, investigating and resolving issues with parents, students and staff.
- ✓ Skill in auditing CDL procedures for testing, training and accident investigation.
- ✓ Skill in scheduling, routing, planning and coordinating transportation and staffing assignments to meet the needs of regularly scheduled, students with special needs, fieldtrips, and/or extra curricular activities.
- ✓ Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, the general public and others having business with the school district.
- ✓ Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: High School Diploma or GED **AND** five (5) years of progressively responsible transportation routing, scheduling, planning or closely related experience including (2) years as a school bus driver/trainer and/or a Route Scheduling Specialist; **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

OTHER REQUIREMENTS:

Must be able to pass a fingerprint and background clearance check.

Must possess at time of application and must maintain a valid Arizona CDL with passenger endorsement.

May be exposed to dangerous machinery, extreme weather conditions, hazardous chemicals and fumes, and infectious diseases.

May be required to lift and/or carry heavy, bulky supplies, materials and equipment up to 50 pounds.

May be required to lift and/or transfer special needs students from wheelchairs to bus seating.

May be required to work outside normal working hours.

May be required to travel to perform work functions.